



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/4/2014	<u>Interviewer:</u> Laura Eckert	RFA #14 – 04
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.)</u> Supervisor		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input checked="" type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
2/4/14	t/c from [REDACTED]	Scheduled appt
2/6/13	LE intake with [REDACTED]	<p>LE reviewed role of EOO, no retaliation, release of records</p> <p>[REDACTED] has been at Western for 20 years, [REDACTED] is her current supervisor. She and [REDACTED] have different work styles. At one meeting [REDACTED] asked [REDACTED] how she wanted to hear about problems and [REDACTED] said she didn't want to hear from me, she wanted to hear from [REDACTED] for [REDACTED]. Feels like [REDACTED] is demeaning. [REDACTED] likes to be prepared for meetings ahead of time; [REDACTED] is very last minute. [REDACTED] wants to have normal communication, wants to be respected, does not want to feel demeaned. Cannot show due to gender or other protected category.</p> <p>Ok for Sue and/or Laura to talk with Dean Martin.</p>

2/10/13	Sue and LE mtg w [REDACTED]	Follow up meeting to confirm no protected category issue and to ascertain steps [REDACTED] is comfortable with – she can continue to work with union and HR and/or contact the Dean and/or EO can talk with the Dean. [REDACTED] would like to think about her options.
3-5-14	LE t/c [REDACTED]	How is she doing? Did she choose to follow up with HR and/or union? Been so busy haven't had time to think about it, [REDACTED] has not talked to [REDACTED] much, working conditions are ok for now. LE-call EOO back if you need further assistance.